

Library Assistant

Town of Bernalillo

Recruitment Period: June 25, 2021 to *Until filled*

Location: Bernalillo, New Mexico

Job Status: Permanent Part-Time

Department: Library

Hourly Rate: \$11.50

Job Summary: This 20-hour per week position assists with the maintaining of library collections of books, serial publications, documents, multimedia, and other materials, and assists groups and individuals in locating and obtaining materials. Work schedules vary from week to week, so flexibility is important.

Job duties

Provides service at the circulation desk including: prepares library for opening; checks materials in and out using computer terminal; greets and directs patrons to various locations or locates materials; answers the phone; registers new patrons on library computer system; uses computer terminal to provide information to the public or explains how to use the library's computer system; receives and resolves complaints or refers public to the director; collects fines and fees; assists supervisor with special projects; keeps updated on library plans and activities; maintains library public area in clean and orderly fashion by maintaining displays, cleaning computer terminals and other general cleaning and/or organizing tasks; performs other related duties as required.

Special working conditions

Work is performed primarily in a library environment while sitting at a desk or computer terminal; standing at a counter for extended periods of time; and walking, stooping, and reaching within the stacks. Physical exertion may be required to lift office supplies and library materials from overhead and from the floor. Sufficient vision or other powers of observation are essential to permit the employee to read, sort, and shelve library materials. Often times, the employee must move, shelve, and retrieve library materials from high and low settings. Work schedules may vary from week to week, some days working in the morning, some days working in the afternoon, evening, or half day on Saturdays.

Education and/or Experience

High School Diploma or GED equivalent

One (1) year of related experience and/or training

Minimum qualifications

- Basic knowledge of the workings of a library
- Experience dealing with the public.
- Basic computer knowledge.
- Must be able to work a flexible schedule, Monday through Saturday.
- Must be dependable

Additional Qualifications

- Spanish speaking preferred

Conditions of Employment:

- Must possess and maintain a valid NM Drivers License free of serious infractions.

If interested, please submit your application to:

Human Resources
P.O. Box 638
Bernalillo, New Mexico 87004

Or by email to:

jobs@townofbernalillo.org

Or by fax to:

505-771-8626